



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Authorize the City Manager to enter into a Reimbursement Agreement with G-REM Inc., for the City's share of the West Side Facility Master Plan.

MEETING DATE: January 5, 2000

PREPARED BY: Community Development Director

RECOMMENDED ACTION:

Authorize the City Manager to enter into a Reimbursement Agreement with G-REM Inc., for the City's share of the West Side Facility Master Plan. This action will allow the City of Lodi to reimburse G-REM, Inc., (Geweke Properties) for consultant costs associated to the West Side Public Facility Master Plan.

BACKGROUND INFORMATION:

The area west of Lower Sacramento Road between Sargeant and Kettleman Lane is receiving increasing development attention. Proposed infrastructure in this area is not completely sited. The West Side Public Facility Master Plan will provide recommendations on the most suitable locations for the following City facilities:

- Storm water detention basin & park
- Electric utility substation
- Minor north/south collector street

G-REM, Inc. is in the planning stages for property they own at the north west corner of Lower Sacramento Road and Kettleman Lane. The public facilities that have yet to be sited may have some impact in the future development of their property. In an effort to comprehensively plan for these facilities in a timely manner, G-REM has offered to take the lead in assisting the City. All of the City Departments involved (Public Works, Electric Utility, Parks & Recreation) have agreed to work cooperatively in this Master Plan. The consultant proposed is RRM Design Group from Oakdale. RRM is a full-service firm with capabilities in all the disciplines required.

Funding for the City's work will come from the various impact fee accounts for which we collect fees based on these facilities.

Funding Available: Vicky McAthie
Vicky McAthie
Finance Director

Konradt Bartlam
Community Development Director

Cc: Public Works Director
Electric Utility Director
Parks & Recreation Director

APPROVED: _____

H. Dixon Flynn -- City Manager

REM DESIGN GROUP

Friday, October 15, 1999

COPY

Mr. Dale N. Gillespie
Director of Operations, Corporate Secretary
G-REM, inc.
920 S. Cherokee Lane, Suite A
Lodi, California 95241

RE: Lodi Westside Master Plan

Dear Dale:

It is a pleasure to submit to you the attached scope of work and budget for the preparation of the Master Plan for the Lodi Westside growth area. In responding to your request, I have included below a statement of our project understanding followed by a detailed scope outline with associated budgets for each task.

Project Understanding

Geweke Properties owns approximately 40 acres of land at the northwest corner of Lower Sacramento Road and Kettleman Lane on the west side of Lodi. Geweke's property is in the City limits and 20 of the 40 acres have been approved for commercial development. A tentative map/development permit for residential development has been filed with the City of Lodi for the remaining 20 acres. However, there are several major facilities that will ultimately be located in the larger west side growth area of Lodi, which may be impacted by the development of this 20 acres if not accounted for now. Therefore the City has requested Geweke Properties to engage the services of a land use planner for the purposes of siting these facilities.

The Westside growth area encompasses approximately 310 acres that are within the City of Lodi Sphere of Influence. City plans call for the construction of major facilities in this area. These include a storm water detention basin, park, electric utility substation and a minor north/south collector street. While the location of each of these facilities could affect or be affected by the Geweke Properties project, the most immediate concern is the alignment of the north/south Collector Street. In turn, the ultimate alignment of the Collector Street may directly impact the location of the other facilities. And finally, the location of each of these facilities may have an affect on land uses in the area. Therefore the City has requested the preparation of a Master Facilities Plan, which for purposes of this proposal will be referred to simply as The Westside Master Plan. The final product will be a series of maps and a brief document with supporting text.

Mr. Dale Gillespie
October 15, 1999
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Another important component of this planning effort is the participation of property owners within the plan area. To facilitate this Master Plan effort and ensure an adequate level of involvement from the area property owners, (which is important for political buy-in), we have included two property owner information meetings/workshops in our scope of work. The attached scope of work outlines the tasks necessary to fulfill this project understanding and purpose.

Dale, we are looking forward to providing Geweke Properties and the City of Lodi the master planning services necessary to bring the larger vision for this area of Lodi into focus, thereby enabling Geweke properties to move forward with their residential development plans. Call if you have any questions or need more information. You may authorize RRM to proceed by signing the scope of work below and on the attached Exhibit A-1 where noted. I look forward to working with you and "Rad" at the City.

Sincerely,

RRM DESIGN GROUP

John B. Wilbanks, AICP
Principal

Developers

*P.R.
E.C.
H.C.
C.D.*

Attachment A
Scope of Work

Task Description

Budget

TASK A Project Startup

\$3,100

RRM Design Group will meet with the client and city staff and secure all the necessary information from the city to initiate the research of relevant information and the preparation of the necessary base maps and graphics for the plan area. This kickoff meeting will include the discussion of schedule, specific timing of property owner meetings and methodology for overall project management and coordination. RRM will prepare a schedule for discussion prior to the meeting and prepare the base maps following the meeting. It is assumed that all information regarding base mapping, sewer, water, drainage and transportation issues is readily available from the city. Base mapping info should be available on Auto CAD Release 14 format.

Seems high

TASK B Research and Issue Identification

\$4,000

RRM Design Group will review and research all the available information secured from the client/city. In addition, RRM will conduct a complete site walkover to analyze conditions on site and surrounding land uses. This site visit will be documented through the use of photographs that will be used as reference throughout the process. As a result of this effort, a constraints and opportunities diagram will be prepared along with an issues summary memo to discuss with city staff.

TASK C Preliminary Land Use and Circulation Diagram

\$3500

RRM Design Group will prepare alternative Land Use and Circulation Diagrams (maximum three) based on the constraints analysis and city's general plan and master plan policies. These graphics will be produced in a sketch format for presentation purposes to be utilized in the first property owner meeting/public workshop.

*3 road layout-
sub. alts
re land use*

TASK D Property Owner Meeting/ Workshop #1

\$2,500

RRM Design Group will conduct, with the client/city staff, the first meeting to present the initial findings of the research and constraints analysis setting forth existing plans, goals, and objectives for the area. The preliminary land use plan and design concept ideas will also be presented for discussion. Feedback from the property owners (and general public if invited) will be solicited. A memo identifying the results of the first workshop will be prepared to document plan direction and desired action.

TASK E Refined Land Use and Circulation Plan Concepts

\$3,700

RRM Design Group, based on the input received from Workshop #1, will prepare a refined land use and circulation plan and design concepts for the planning area showing the siting and alignment of the four major facilities identified in the project understanding above. Ideas/concepts that specifically respond to comments raised in the Property Owner meeting #1 will be referenced for the sake of clarity.

TASK G Property Owner Meeting/ Workshop #2 \$1,700

RRM will coordinate and conduct Workshop #2, in conjunction with city staff, to present the refined plan design concepts and other planning issues to the stakeholders and general public. Input received at this workshop will be critical in identifying final refinements to the plan effort. The plan and plan concepts will be presented with an opportunity for comments, questions and answers following the presentation.

TASK H Prepare Draft Master Plan Document \$17,500

RRM Design Group will make any final plan revisions and adjustment to land use, circulation, facility siting, goals, objectives, policies, etc. and create an administrative draft master plan document for review by city staff. Following review by the city staff, RRM will prepare a hearing draft version of the document and for processing through Planning Commission and City Council. It is assumed that the city staff will be preparing the environmental documentation for the proposed Master Plan. In the event staff would like assistance from RRM Design Group, we can provide this as an addendum to this scope of work.

TASK I Public Hearings \$1,680

RRM Design Group will prepare for and attend one Planning Commission meeting and one City Council meeting for presentation of the Master Plan. In the event that additional hearings are required, RRM will provide representation as requested by the client/city on a time and material basis pursuant to the rates, terms and conditions in the attached Exhibit A1 or as otherwise described in a future contract addendum. Representation at the Planning Commission and City Council hearings will involve the participation of a principal and project manager for the project as well as city planning staff. For the sake of budgeting for this task, and to allow for preparation time as well as attendance at the hearing, a budget of 8 hours per hearing has been utilized.

TASK J Final Plan Preparation \$3,000

RRM Design Group based on comments received, and final action taken by the City Council will prepare final revisions to the Lodi Westside Master Plan Document. The Final Plan document will be provided in a "camera ready" format to the city with ten copies. Additional copies can be provided as requested. Cost for reproduction of the document is included in Task K below. This task assumes that only minor revisions will be necessary. If any major revisions are required, RRM will negotiate the cost associated with providing those revisions.

TASK K Miscellaneous Administrative Expenses \$2,035

In the conduct and provision of the above tasks and services, RRM Design Group will incur out of pocket expenses. This task is established to allow for the accounting and reimbursement of those expenses. The dollar amount is an estimated amount established on the basis of 5% of the total budget for services.

Contract Total \$42,715

Contract Limitations

Authorization of this scope of work and budget authorizes only those services that are specifically described in the tasks outlined above. In the event that additional services are required, RRM Design Group will provide these services pursuant to approval of a written contract addendum authorized by the city. Additional services will not be provided without written authorization. In the event that additional services (except the contingency tasks above) are required to respond to environmental issues, transportation planning marketing or other concerns raised as a result of the planning effort, these services will also be provided pursuant to an addendum to this Scope of Work.

Schedule

Upon authorization to proceed, RRM Design Group will prepare a detailed schedule for the tasks outlined above. It is anticipated that this process, as described above, will take from six to nine months to complete. This does not include or anticipate any environmental work that may be required beyond the certification of a negative declaration. Confirmation of the schedule will be addressed at the kickoff meeting.

ACCEPTED AND AUTHORIZED TO PROCEED BY LANDOWNER:

Geweke Properties

Mr. Dale Gillespie
Director of Operations, Corporate Secretary

Date

RRM Design Group

Mr. John B. Wilbanks AICP
Principal

Date

10/15/99